

## DISCIPLINARY HEARING AND DISCIPLINARY MATRIX

2.8.1. A Disciplinary Hearing will be held for any serious infractions of the Code of Conduct as per the disciplinary escalation matrix. The composition of the Committee will be as under:-

### Disciplinary Committee

Member	Designation	Remarks
Presiding Officer	Head of College (HOC) (Chair of Disciplinary Committee)	
Member 1	Deputy Head of College	
Member 2	Head of Academics/Triveni or Head of Student Life (depending on the issue)	
Member 3 & 4	Faculty Representatives (no wada parents)	Out of a panel of 3 any 2 can sit
Member 5 & 6	Students (designated for the year from those expressing an interest and being nominated by College Assembly)	Out of a panel of 3 any 2 can sit
Member 7	Head of Campus Infrastructure and Services (HCIS) as legal process	HCIS-to give legal inputs basis advice received from Mahindra & Mahindra Group Legal
Member 8	College Registrar (Secretary)	College Registrar to make sure of the process and documentation

2.8.2. The Head of College will be the Chair of the Committee and will hear all the evidence at the time of the hearing but will not be involved in the investigations. In case of a prolonged leave of absence, the nominated Deputy Head will perform the duties of the Chair of the Committee.

2.8.3. The Head of Campus Infrastructure and Services will be in attendance to provide legal perspective and the Registrar will act as secretary and document the process to make sure that due process has been followed and documented.

- 2.8.4. In order to build in transparency and consistency, the faculty and student members will be decided from a panel of three members each. This is to cater for availability as well as make sure that there is no conflict of interest. The faculty will be responsible for giving an unbiased faculty view to the case while the students will provide the unbiased student perspective. Faculty will be responsible for nominating the three faculty members while the students will nominate the three student members, organized by the CA (College Assembly). In case of non-availability of adequate faculty or student members, the HOC can call upon any faculty or student available to complete the quorum i.e. two members from the faculty and two members from the students. The sequence of replacement of the student members will be as for other committees.
- 2.8.5. The quorum for a meeting of the committee shall be the presence, in person, of 5 (five) members of the committee, provided however that at all times, the presence of the HOC/ Deputy Head, 1 (one) faculty and 1 (one) student will be mandatory to constitute a valid quorum. Provided, however, the inclusion of the student as part of the quorum for a meeting of the committee will be at the discretion of the Chair of the Committee.
- 2.8.6. In case any member of the committee receives a recorded disciplinary warning for any offence as per the escalation matrix, he / she will cease to be a member of the committee at any given point of time.
- 2.8.7. The Committee after hearing all the evidence will give a decision on (1) Whether a breach has occurred and (2) Consequence. All deliberations of the committee will be kept confidential by all members. In case a breach of confidentiality is proved against any members, they will cease to be part of the committee.
- 2.8.8. The decisions will be guided by the disciplinary escalation matrix. The matrix has been arrived at after taking into consideration the legal advice on Indian laws, expectations of parents and National Committees and well-being of the students. Subject to a right to appeal to the Board Compliance Officer, the HOC's decision will be final and binding and he/she will as far as possible seek to get a majority (if not unanimous) support for such decision. All members will be required to sign off that their opinion has been heard and that due process has been followed. In case any member does not agree with the decision arrived at, they can let it be known and the secretary will record the same.
- 2.8.9. This policy will remain in force throughout the academic year and supersedes all previous policies on the subject from the date of implementation.

Owner of the Document/Content	HOC
Date of review	November, 2017
Legal review by	Group Legal, M&M Ltd.

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Please refer to [APPENDIX VI](#) for Disciplinary Committee Index

### Disciplinary Escalation Matrix

Serial No	Nature of Offence	1st Offence	2nd Offence/ Serious First offence	3rd Offence
1	Possession, consumption or distribution of illicit drugs **	DH Expulsion*		
2	Alcohol possession and / or Consumption **	HOC warning*	DH Suspension/ Expulsion*	DH Expulsion*
3	Alcohol distribution	DH Suspension/ Expulsion*	DH Expulsion*	
4	Theft	DH Suspension/ Expulsion*	DH Expulsion*	
5	Smoking on Campus / possession of cigarettes / tobacco related products	WP Warning	HOC Warning*	DH Suspension/Expulsion*
6	Consensual Sexual activity within the ambit of Indian Law in any public area (Any area where a third person can walk in unrestricted) including student rooms	HOC warning*	DH Suspension/ Expulsion*	
7	Academic Programmes: dishonesty / Plagiarism/ not meeting requirements (e.g. attendance, deadlines, meetings)	Head of Academics Warning	HOC Warning*	DH Suspension/Expulsion*
8	Triveni Programmes: dishonesty (including misrepresentation in university / college applications) meeting	Head of Triveni Warning	HOC Warning*	DH Suspension/Expulsion*

	requirements (e.g. attendance, deadlines, meetings)			
9	Residential / Advisory Programmes: dishonesty / not meeting requirements (e.g. attendance, deadlines, meetings)	Head of Student Life Warning	HOC Warning*	DH Suspension/Expulsion*
10	Breach of Community Guidelines to include:-  a) Being in a common area (AQ, IT, Library) without permission after check- in or being in unauthorised areas after movement restriction  b) Being in Wadas / student rooms (including the courtyard) other than one's own after movement restriction	a) WP Written Warning  b) Head of Student Life Warning	a) HOSL warning  b) HOC Warning*	a) HOC warning*  b) DH Suspension /Expulsion*
11	a) Discrimination b) Sexual Harassment c) Ragging / Hazing	As per Indian Law*		
12	All other offences	Penalty depending on gravity of the offence		

DH – stands for Disciplinary Hearing

**\*Info to Parents and NC.**

The matrix has been arrived at after taking into consideration the legal advice on Indian laws, expectations of parents and National Committees and well-being of the students. This is a guide for the disciplinary committee. The decision of the committee will be final. It would be ensured that the application of sanction is in a fair and consistent manner.

Depending on the gravity of the first offence, the first stage may be skipped and the offence be treated as a second offence. This will be at the discretion of the Disciplinary Committee.

Any offence committed for the second time will be considered as a second offence irrespective of the nature of the first offence except in the case of serial no. 10.

At any time at the discretion of the Faculty and also any student on a disciplinary warning for alcohol consumption can be breathalysed at any time.

Provision for formal disciplinary hearing for all but minor offences and for all cases of potential suspension or expulsion providing at a minimum for

- a. Advance notification of the student, his/her tutor and – in the case of minors – the parents about the alleged offence.
- b. The Student will be supported by the wada parent or the advisor who would not be part of any deliberation or decision making.

The outcome of any disciplinary hearing should be clearly communicated as soon as possible after the decision is reached.

When necessary and after due process according to the School / College code of Conduct the Head may decide to expel a student. The Chair or Representative of the Chair of the Board will be informed of this.

National Committees will be informed about persistent student offences, suspension and/or expulsion disciplinary processes where possible.

All warnings will be written and will go on file.

The College ensures that legal requirements are observed in the School / College host country.

Appeals procedure: An Appeal can be made to the Board Compliance Officer for all matters other than those for which there are specific provisions laid down under applicable Law.

\*\*Refusal to get tested will be treated as a positive and will be dealt with the relevant clause of the disciplinary escalation matrix.

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